

Mrs R W Watson

Constitution and By-Laws

OF THE

Western Canada Home and School Association



**Date of Organization
March 16th, 1932**

CONSTITUTION AND BY-LAWS

of the

WESTERN CANADA HOME AND SCHOOL ASSOCIATION

Date of Organization
March 16th, 1923

ARTICLE I—NAME

The name of the Association shall be "Western Canada Home and School Association."

ARTICLE II OBJECTS OF THE ASSOCIATION

- (a) To promote between home and school a sympathetic and mutual helpfulness in the mental, moral and physical education of the students.
- (b) To study and support all matters conducive to the advancement of education.
- (c) To be non-sectarian, non-denominational, non-political and non-commercial in all its activities.

ARTICLE III—MEMBERSHIP AND FEES

- (a) Anyone interested in the welfare of children may, by agreement to support the Constitution and By-Laws and by payment of an annual fee, become a member of the Association.
- (b) The Superintendent of High Schools and members of the Calgary School Board, by virtue of their office, are Honorary Members.

- (c) The Annual Fee shall be 50 cents and Honorary Members shall be exempt from dues.
- (d) Both parents shall be included in the membership of the Association on payment of one fee.
- (e) Honorary members paying the annual fee shall have the privilege of an active member and be entitled to vote.
- (f) All members in good standing have a right to take part in the discussions and to vote at the meetings of the Association.

ARTICLE IV—OFFICERS

- (a) 1—The Officers of the Association shall be:
Two Honorary Presidents, who shall be the Principal of the School and the immediate Past President; President; First Vice-President; Second Vice-President; Third Vice-President; Fourth Vice-President; Recording Secretary; Corresponding Secretary; Treasurer. Further officers shall be added as need arises.
- 2—These Officers, together with two representatives of the teachers appointed by the staff and the President of the Student's Council, shall constitute the sub-executive.
- (b) The Executive Committee shall consist of the Sub-Executive and Convenors of Standing Committees, viz; (1) Program; (2) Telephone and Membership; (3) Sick-Visiting; (4) Social; (5) Reception; (6) Press; (7) Federation; (8) Ways and Means; (9) Patroness,

ARTICLE V—DUTIES OF OFFICERS

- (a) The President

1—Shall preside at all meetings of the Association and Executive.

2—Shall generally supervise the affairs of the Association.

3—Shall be ex-officio a member of all Committees except the Nominating Committee.

4—Shall, if possible, be the official representative at the executive meeting of the Calgary Federation of Home and Schools.

(b) The Senior Vice-President, present at the meetings, shall preside in the absence of the President, perform her duties and have her privileges or the Executive Committee may appoint an Acting President.

(c) The Recording Secretary

1—Shall keep an accurate record of all meetings and of all motions and resolutions.

2—Shall file and preserve all papers, reports and documents.

3—Shall keep accurate lists of standing and special committees and their personell.

4—Shall sign minutes and shall have President sign them when approved.

5—Shall keep a copy of the Constitution and Amendments in the minute book.

(d) The Corresponding Secretary

1—Shall conduct all correspondence of the Association.

2—Shall notify Executive Committee of Meetings.

3—Shall write notes of thanks to all guest artists and speakers on programs at meetings or functions of the Association.

(e) The Treasurer

1—Shall make disbursements by cheque counter-signed by the President.

- 2—Shall keep on file an official record of all bills paid.
 - 3—Shall issue receipts for monies taken in and retain duplicate of same.
- (f) The annual report of the Treasurer shall be audited by a Committee of two, appointed by the Executive Committee before being presented.

ARTICLE VI—DUTIES OF COMMITTEES

(a) The Executive Committee

- 1—Shall conduct all the routine business of the Association, passing on their recommendations to the general meeting for approval.
- 2—Shall have power to spend up to \$25.00 for the regular work of the Association.
- 3—Shall fill all vacancies on Executive Committee for unexpired term.
- 4—The absence of an elected member from two consecutive meetings of the Executive Committee constitutes a vacancy to be filled, except under unavoidable circumstances.

(b) The Program Committee shall arrange a program for each meeting or function held under the auspices of the Association, subject to the approval of the President.

(c) The Telephone and Membership Committee

- 1—Shall communicate, when possible, with parents or guardians on school lists notifying them of meetings and functions held by the Association.
- 2—Shall endeavor to keep the interest of old members and enroll new ones.
- 3—Shall keep a record of attendance at the meetings.

- (d) The Social Committee shall make all the necessary arrangements for the provision and serving of refreshments at meetings and functions held under the auspices of the Association.
- (e) The Reception Committee shall receive members and strangers at each meeting and function of the Association, see that they are introduced and made to feel at home.
- (f) The Sick-Visiting Committee shall ascertain names, when possible, of all those in connection with the school and Association who are ill and communicate with them, either by phone or card.
- (g) The Press Committee
 - 1—Shall announce through the press and school, date and meeting place of functions and regular and special meetings held by the Association.
 - 2—Shall give a report of such meetings to the press.
 - 3—Shall attend to such advertising as the Executive Committee or Association shall authorize.
- (h) The Federation Committee
 - 1—Shall attend the meetings of the Calgary Federation of Home and Schools.
 - 2—Shall endeavor to have full quota of eight delegates including Convenor, at each meeting of the Federation, using substitutes when necessary.
 - 3—Shall bring a report to the Executive Committee and general meetings.
- (i) The Ways and Means Committee shall develop plans for raising sufficient money for carrying out the activities of the organization with dignity and smoothness.

- (j) The Patroness Committee shall provide Students' Council with names of three Mothers who will be present as Patronesses at evening functions of the Students held on the School premises.
- (k) The Convenor of each Standing Committee shall appoint a Committee of at least four.
- (l) The Convenors of each Standing Committee shall submit plans of work to the Executive for approval and no work shall be undertaken without such approval.


ARTICLE VII—MEETINGS


- (a) Regular meetings of the Association shall be held on the Third Wednesday of each month.
- (b) The Executive Committee meeting shall be held on the Thursday previous to each general meeting.
- (c) Special meetings of the Association shall be called by the Executive Committee upon the written request of seven members. Notice shall state the object for which Special Meeting is called and be advertised at least two days previous to meeting through the press and school.
- (d) Special Meetings of the Executive Committee shall be called by the President upon written request of three members of the Executive Committee.
- (e) The annual election of officers shall be held in May. The new Executive to take office September 1st, call Executive Meeting and conduct all business and plans for September Meeting. The annual reports to be received by retiring President after which the new President shall take the chair.

ARTICLE VIII—BY-LAWS

- (a) Officers and Convenors shall be elected by acclamation or ballot, and shall not hold the same office for more than two consecutive years, unless under exceptional circumstances.
- (b) Members of the Association shall not be allowed to serve on more than One Standing Committee.
- (c) A quorum for the General Meeting shall be ten members and for Executive Committee, five members.
- (d) The Presiding Officers shall vote only when the vote is by ballot, or in case of a tie.
- (e) The Association shall affiliate with the Calgary Federation of Home and Schools (annual fee, \$2.00).
- (f) The Association shall decide annually upon the amount to be paid to the Provincial Federation of Home and Schools during such time as the present ruling of affiliation exists.
- (g) A Nominating Committee, consisting of three members, shall be appointed at the April general meeting(the Convenor to be a member of the Executive Committee.
- (h) An amendment to the Constitution and By-Laws may be passed by a two-thirds vote at any meeting of the Association, one month's notice of proposed change having been given at a previous meeting.
- (i) All matters affecting the order of procedure, not herein specially provided for, and all matters affecting the welfare of the Association not covered by the Constitution and By-Laws, shall be governed by parliamentary rules and regulations as laid down by the Hand Book, (Canadian ~~National~~ Federation ~~Hand Book~~ of Home and Schools) *Hand Book.*

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